

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF ALASKA
Federal Building & U.S. Courthouse
222 West Seventh Avenue #4
Anchorage, Alaska 99513-7564

October 27, 2005

It has come to the Clerk's Office's attention that there may be some concern in the legal community about the registration requirements for filing electronically with the U.S. District Court, beginning January 3, 2006. We would like to take this opportunity to clarify the issues regarding our registration process for CM/ECF. While we strongly encourage potential filers to participate in training or have familiarization with this system, we are **not requiring** participation in our hands-on training in order to register.

Amended Local Rule 5.3, which becomes effective January 3, 2006, states in part that "an individual may become registered to participate in the CM/ECF system by submission of an application in the form prescribed by the Clerk of the Court and have completed such training/familiarization as may be prescribed by the Clerk of the Court, or is registered as a CM/ECF participant in another court."

In order to register for a CM/ECF password and login, potential filers should participate in the hands-on training **or** complete an On-Line Tutorial **or** be a registered user in another CM/ECF Court. Attorneys who are already registered with another CM/ECF court may submit a registration form as soon as they are available.

The On-Line tutorial, which walks users through the process of filing in CM/ECF, can be found on our website at www.akd.uscourts.gov. On our home page, click on the green CM/ECF tab, select the "Hands-on Training and On-Line Tutorial (CBT)" link, then click on the "On-Line Tutorial" link.

We appreciate the tremendous response that we have had from the legal community and look forward to assisting you in filing in the CM/ECF system. If you have any questions regarding the CM/ECF system please contact our Help Desk at cmecfhelpdesk@akd.uscourts.gov or 1-866-403-1914 or 907-677-6145.

Sincerely,

OFFICE OF THE CLERK OF COURT